WCSA Equipment Policies

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Table of Contents

- Arrow Sign Policy .......................................................... 1
- Collection Drive Policy .................................................. 1
- Equipment Rental/Usage Policy ...................................... 3
- Prize Wheel Policy ......................................................... 4
- SA Van Policy .............................................................. 5
Arrow Sign Policy

An arrow sign is a plastic mobile whiteboard that is used to assist event signage. To reserve the arrow signs in Wilson Commons, please submit a request using the online Equipment Rental Form. All arrow sign requests are to be submitted at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis.

An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the arrow signs.

The requesting organization or department must pick up the arrow signs at the Common Connection.

Any loss, damage, or vandalism during use of the arrow signs is the responsibility of the group using them and will be charged based on the cost for repair or replacement.

Collection Drive Policy

To host a collection drive on campus student organizations must submit an event registration form indicating that the event will be a collection drive. Boxes placed without an approved event registration will be removed. There are limited locations approved for collection drive boxes, listed below, that are requested through the event registration process. These requests must be submitted at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. Please be aware that organizations are not guaranteed the donation box space(s) they request.

At the conclusion of the reservation period, the collection box(es) must be picked up by the reserving organization within two days.

The student organization or department will provide the donation box. It must be labeled with the sponsoring organization or department, the dates of the collection, where the items will be donated, and what items will be accepted (e.g., clothing, non-perishable food items, school supplies, etc.).

Currency CANNOT be collected in the donation boxes.
The student organization or department should check the donation box frequently to empty the contents. Wilson Commons Student Activities (WCSA) is not responsible for theft of items placed in the donation box.

**Approved Locations**

- Anderson Tower – Lobby
- Brooks Crossing Apartments - Community Room, River Level
- Burton Hall - First Floor Lounge
- Crosby Hall - 0 Lounge
- Genesee Hall - 3rd floor residence hall lounge opposite the kitchen
- Gilbert Hall – First Floor Lobby/Vending Area
- Hill Court, Gale House - Entry Lobby
- Hoeing Hall - Laundry Room
- Lovejoy Hall - Laundry Room
- O'Brien Hall - Community Kitchen
- Riverview Apartments - Building F
- Susan B. Anthony Hall - First Floor Elevator Lobby
- Tiernan Hall - Laundry Room
- Valentine Tower - Community Room
- Wilder Tower – Lobby
- Wilson Commons - Common Connection Desk
- Frederick Douglass Commons - Building Manager Desk
- Genesee Hall - Building Manager Desk
- Hillside Market (only for events working with the Food Pantry)
Equipment Rental/Usage Policy

Wilson Commons Student Activities (WCSA) has some equipment that can be reserved by student organizations or departments, which should use the Equipment Rental form and pick up from the Common Connection desk in Wilson Commons.

Organizations can rent a:

# Buzzer system
# Karaoke machine

Buzzer System

To reserve the buzzer system in Wilson Commons, please submit a request using the online Equipment Rental form at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the buzzer system.

The reservation request is solely for the buzzer system. If the requesting organization or department needs assistance with the setup or operation of the equipment, they must contact Event and Classroom Management (ECM) ahead of time to make arrangements for this service.

The requesting organization or department must pick up the buzzer system at the Common Connection. If the buzzer system is being used as part of an event that involves ECM’s event support, it will be provided in the requested area by event support.

Costs

There is a $20 a day rental fee for the buzzer system. Any loss, damage, or vandalism during use of the buzzer system is the responsibility of the organization using it and will be charged based on the cost for repair or replacement.

Cancellation

The organization must notify the Associate Director of Student Life Operations at least 24 hours in advance if the buzzer system will not be used on a particular day or if the organization intends to cancel the rental in its entirety, otherwise the rental agreement will
be considered null and the organization's rental privileges for the remainder of the semester will be suspended.

**Karaoke Machine**

To reserve the karaoke machine in Wilson Commons, please submit a request using the online Equipment Rental form at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the karaoke machine.

The reservation request is solely for the karaoke machine. If the requesting organization or department needs assistance with the setup or operation of the equipment, they must contact Event and Classroom Management (ECM) ahead of time to make arrangements for this service.

The requesting organization or department should pick up the karaoke machine at the Common Connection. If the karaoke machine is being used as part of an event that involves event support from ECM, it will be provided in the requested area by event support.

There is no rental fee for the karaoke machine if it is being used in Rocky's Sub Shop & Lounge.

There is a $25/day rental fee for the karaoke machine if it is being used outside of Rocky's Sub Shop & Lounge.

The organization must notify the Associate Director of Student Life Operations at least 24 hours in advance if the karaoke machine will not be used on a particular day or if the organization intends to cancel the rental in its entirety. Otherwise, the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester will be suspended.

Any loss, damage, or vandalism during use of the karaoke machine is the responsibility of the organization using it and will be charged based on the cost for repair or replacement.

**Prize Wheel Policy**

To reserve the Prize Wheel in Wilson Commons, please submit a request using the online Prize Wheel Request Form at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the
individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the prize wheel.

The reservation request is solely for the prize wheel. The requesting organization or department must request a table or room using the proper form.

The requesting organization or department must pick up the prize wheel at Common Connection. If the prize wheel is being used as part of an event that involves Event and Classroom Management (ECM), the wheel will be provided in the requested area by ECM.

If the prize wheel is used at an information table or flex table, it must be picked up by 9 a.m. and returned by 10 p.m. to the Common Connection each day of the reservation. If the prize wheel is being used as part of an event that involves ECM, the prize wheel will be retrieved and returned by ECM employees.

The organization must notify the Associate Director of Student Life Operations at least 24 hours in advance if the prize wheel will not be used on a particular day or if the organization intends to cancel the rental in its entirety. Otherwise, the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester will be suspended.

Any loss, damage, or vandalism during use of the prize wheel is the responsibility of the organization using it and will be charged based on the cost for repair or replacement (not to exceed $300).

SA Van Policy

Wilson Commons Student Activities has two 8-passenger vans available to by college student organizations that are flat funded and/or budgeted annually through the Student Activity Fee, college student organizations that have been approved for SA Supplemental funding, and Wilson Commons Student Activities. RCCL has one 8-passenger van available for CSN organizations and RCCL initiatives.

Vans are reserved through the van request form: Submit a Van Request.

SA Van Policies

# All van requests must be placed at least five (5) business days before the reservation date or they will not be processed.
# Vans are to be used for educational opportunities, volunteering, group bonding, and to help facilitate events (i.e. pick up supplies or transportation). Any other usage must have explicit approval.

# Vans are not to be used as a shuttling service. This means that there should be a maximum of 2 trips back and forth to the campus within a reservation and the mileage should reflect that.

# Vans are not to be reserved for more than a 4 hour period. Any trips that exceed this time limit must have explicit approval.

# Organizations can only reserve 1 van at a time.

# Friday or Saturday reservations cannot be made more than 30 Days prior to allow all organizations equal opportunity in utilizing the vans.

# Recurring reservations cannot be made on Friday or Saturdays to allow all organizations equal opportunity in utilizing the vans.

# Van requests will not be processed until they have been approved by the SA Secretary and the student organization's advisor.

# Any cancellations must be emailed to Eric Howard at least 24 hours prior to the time of the van reservation, and will not incur a fee. Cancellations made less than 24 hours in advance will incur a $25 fee.

# Van use is limited to a 25 mile radius of the University (50 miles round trip for each reservation). Trips that exceed that amount must have explicit approval.

# Any vans returned later than the indicated return time will incur a $10 late fee.

# SA Vans MUST be driven by an approved driver. See below for details.

# If you would like to request an exception to an existing policy, please complete an Exception Form. Request a WCSA Exception.

RCCL/CSN Van Policies

# All van requests must be placed at least five (5) business days before the reservation date or they will not be processed.

# The van is to be used to support community engagement activities, education opportunities, volunteering, and to help facilitate events. Priority will be given to community-engagement initiatives.

# Cancellations must be emailed to RCCL (leadership@rochester.edu) at least 24 hours prior to the reservation. Cancellations made less than 24 hours in advance may result in the loss of van privileges for you and your organization.

# Returning the van later than the indicated return time may result in the loss of van privileges for you and your organization.
# The van must be returned in good condition. This means all trash must be removed, excess dirt or debris must be cleaned, spills must be wiped, and windows must be closed. All areas of the van condition report must be completed. Failure to meet these requirements may result in the loss of van privileges for you and your organization.

# If your requested reservation is greater than 25 miles from campus (50 miles round trip), you must receive group travel approval (student organizations only): [Submit a Group Travel request](#)

# Van must be driven by an approved driver. See below for details.

**Motor Vehicle Reports (MVR)**

# All drivers of both the SA Vans and the RCCL Van must have their Motor Vehicle Report run prior to driving the vans. More than one traffic violation or collision from the previous calendar year will result in denial of van driving privileges. All drivers must read, complete, and sign the Safer Driver Program form.

# Individuals must have a valid United States driver’s license for at least one year to be allowed to drive the vans. The individual’s driving record must be clean as well.

# MVRs cost $10 annually for New York state licenses. We cannot run MVRs for out of state drivers, so they must obtain a copy of their driving record from their home state’s DMV and provide that to the SA Secretary along with their valid driver’s license in order to be approved as a driver.

# Individuals without a valid United States driver’s license are not allowed to drive the vans.

# MVRs may take several weeks to obtain from start to finish. Please plan ahead if you plan on using the vans for transportation.